

**PASQUOTANK COUNTY, NORTH CAROLINA
MAY 29, 2019**

The Pasquotank County Board of Commissioners met today in a Special Meeting on Wednesday, May 29, 2019 in Witherspoon Memorial Library Community Room.

MEMBERS PRESENT: Jeff Dixon, Chairman
Lloyd E. Griffin, III, Vice-Chairman
Cecil Perry
Frankie Meads
Sean Lavin

MEMBERS ABSENT: Charles H. Jordan
Barry Overman

OTHERS PRESENT: Sparty Hammett, County Manager
R. Michael Cox, County Attorney
Sheri Small, Finance Officer
Shelley Cox, Planning Director
Lynn Scott, Clerk to the Board

The meeting was called to order at 4:00 PM by Chairman Jeff Dixon.

County Manager Sparty Hammett introduced Intern Deja Gainey. Ms. Gainey is a rising senior at William Peace University who serves as the university's student body president. He noted that she has expressed interest in our intergovernmental contracts/joint services. She will meet with key staff and visit work sites to gain information regarding Pasquotank County's major intergovernmental agreements/services jointly shared with other jurisdictions. He stated that the County has a need to develop a Public Information Plan, and Ms. Gainey will conduct research on establishing such a plan.

1. FY2019-20 BUDGET WRAP-UP:

County Manager Hammett stated that based on our last budget meeting, staff made a couple of changes. Loan proceeds of \$30,000 were added to replace the fleet van and loan proceeds of \$250,000 were added to replace a chiller at College of the Albemarle Foreman Center. He noted that loan proceeds in the FY2019-20 recommended budget are still \$1,047,722 less than FY2018-19. With the \$280,000 increase in loan proceeds, there was essentially \$280,000 to use for expenditures (\$200,000 for COA capital outlay, \$30,000 for fleet van, \$24,480 for Soundside IT contract, \$11,520 increase in EMS overtime, \$10,000 branding and county seal, and \$4,000 for Weeksville VFD building repair).

Mr. Hammett noted that the YMCA at the Pines request for \$50,000 each from the City and County is not included in the recommended budget. He said the City of Elizabeth City has not committed funding for the YMCA at the Pines in their FY2019-20 Budget.

2. PROPOSED FEE INCREASES:

Mr. Hammett said the recommended budget does not include any fee increases, but when staff looked at Planning and Building Permit fees, they are low compared to surrounding jurisdictions. He stated that Building Permit increases will be presented during FY2019-20 for consideration and potential implementation on January 1, 2020.

Planning Director Shelley Cox reviewed the following recommended Planning fee increases:

	<u>Current Fee</u>	<u>Proposed Fee</u>
<u>Subdivision Fees</u>		
Sketch Plan	\$100/lot	<i>n/c</i>
Preliminary Plat	\$0	<i>\$100 + \$15/lot</i>
Final Plat	\$0	<i>\$100 + \$15/lot</i>
Subdivision Variance	\$100	<i>\$500</i>

Site Plan Review		
TRC	\$300	<i>n/c</i>
Administrative	\$0	<i>\$100</i>

Zoning Fees		
Zoning Appeal	\$500	<i>n/c</i>
Special Use Permit	\$500	<i>n/c</i>
Conditional Use Permit	\$1,000 plus \$5/acre over 100 acres (\$10,000 max)	<i>n/c</i>
Zoning Variance	\$500	<i>n/c</i>
Rezoning	\$600	<i>n/c</i>
Ordinance Amendment	\$500	<i>n/c</i>
Zoning Permit/Compliance	\$0	<i>\$25</i>

Misc. Fees		
Floodplain App & Fill Permit	\$0	<i>\$50</i>
Expedited/Family Subdivision	\$0	<i>\$50/lot</i>

Ms. Cox stated that the current fees are not sufficient to cover the cost of operations. Mr. Hammett said one of the reasons we need to routinely check our fees is so we do not have to have large increases at one time. It is obvious to him that Pasquotank County has not raised fees in a long time.

Motion was made by Sean Lavin, seconded by Cecil Perry to approve the recommended Planning fee increases as presented by staff. The motion carried four to one with Commissioner Meads voting against the motion.

3. RECOMMENDED POLICY CHANGES:

Mr. Hammett stated that the current hiring practice uses a “two for one” limitation on work experience when extending an offer for a position to candidates who are not working with the County. For example, when DSS attempts to hire an employee who has worked with another DSS agency for 10 years, they can only offer a salary based on 5 years’ experience. In addition to having competitive salary ranges, the County needs more flexibility to use the salary range to attract high quality staff. He recommends the following changes to the current hiring practice: continue using a “two for one” limitation as a base for starting above the minimum and implement a “one for one” practice when needed to hire applicants with exceptional education and experience requirements. He said additional written documentation would be required, including any internal equity problems that the hiring would create.

Motion was made by Sean Lavin, seconded by Lloyd Griffin to change the current hiring practice as recommended above. The motion carried unanimously.

Mr. Hammett went on to say that Camden and Perquimans Counties and the City of Elizabeth City authorize the Manager to hire above minimum for exceptional candidates. He recommends amending the current hiring policy to state, “Appointment above the minimum step may be made on the recommendation of the Department Head and Human Resources Director, with the approval of the County Manager when deemed necessary and in the best interest of the County, within the Department’s approved budget. The hiring of Department Director positions requires approval of the Board of Commissioners.”

Motion was made by Sean Lavin, seconded by Lloyd Griffin to amend the Pasquotank County Hiring Policy as stated above. The motion carried unanimously.

4. APPROVAL OF BOND FOR REGISTER OF DEEDS:

Section 161-4 of the North Carolina General Statute requires the Board of County Commissioners in every County to take and approve the official bond of the Register of Deeds, in a sum of not less than ten thousand dollars (\$10,000) nor more than fifty thousand dollars (\$50,000). Based on input from our bonding company, staff recommended the Board approve a \$25,000 bond for incoming Register of Deeds, Clementine White.

After consideration;

Motion was made by Sean Lavin, seconded by Lloyd Griffin to take and approve an official \$25,000 bond for incoming Register of Deeds, Clementine White. The motion carried unanimously.

Chairman Dixon asked if there was any further business to come before the Board. There being no further business;

Motion was made by Sean Lavin, seconded by Charles Jordan to adjourn the meeting. The motion carried and the meeting was adjourned at 4:50 PM.

CHAIRMAN

CLERK TO THE BOARD